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MMARS Policy: Security

Issue Date: July 1, 2004

Date Last Revised: November 1, 2006

MMARS Security Policy

Executive Summary

This document provides uniform policy and guidance for MMARS Security. MMARS Security is established and maintained by the Office of the Comptroller Security Administration Unit - Department Assistance Bureau, in conjunction with Department Heads and their designated Department Security Officers.

Considerations

This policy addresses MMARS Security only. The process of obtaining a Universal Access Identification Code (UAID) to access MMARS remains unchanged. The establishment of UAID's continues to be managed and controlled by the Information Technology Division (ITD). Since Signature Authorization is now included as part of MMARS Security, this policy includes references to the [Department Head Signature Authorization and Electronic Signature in MMARS Policy](#).

Security Officers will continue to maintain UAID's and password resets for all mainframe applications on the ITD gateway. MMARS is a web-based application, thus the User ID and password are independent of the ITD Gateway.

Policy

Department Head Security Certification¹

The Office of the Comptroller (CTR) requires that a [Department Head MMARS Security Certification](#) be on file for departments. The Department Head, not a designee, must sign this certification.

When a Department Head changes, this form should be updated.

The **Department Head** should give careful consideration when appointing a Security Officer, given the significant responsibilities, accountability and authority of the position. Appointments of individuals who demonstrate reliability, concrete understanding of systems, security, and internal controls, as well as segregation of duties, helps ensure that MMARS security is managed well within the department. The

[Designation of Department Security Officer Form](#) is for use by the Department Head to appoint Security Officer and backup.

Department Security Officers

The Office Of The Comptroller (CTR) requires that a Department Head designate a Department Security Officer. The following are the general responsibilities of the Security Officer:

- Obtain access to MMARS for users in the department using the attached [security request form](#).
- Assist Department Management in identifying the correct security roles for Department personnel.
- Assist Department Management in identifying individuals as Authorized Signatories.
- Maintain communication with the Security Administration Unit in the Office of the State Comptroller (CTR) on all security related issues.
- Monitor the Department's organization for any changes that would require a change to a user's access UAID, such as termination of an employee or changes to an employee's duties.
- Notify the Office of the Comptroller of any situation, which requires immediate de-activation of a user's access to MMARS. The Security Officer should call the Comptroller's Security Unit to expedite deactivation of the specific user's UAID and then submit the required documentation.
- Perform password resets for users in the department as needed.

MMARS Security Roles

MMARS security is "role based" giving the flexibility to choose roles that support specific business areas, such as Accounts Receivable, Accounts Payable, Fixed Assets, etc. Users may be assigned one or many roles within one UAID, depending upon the functions performed.

The MMARS Security Roles have been constructed to support two levels of access for each business area.

The **Administrator Role** is the more powerful and allows the individual to validate and "submit" a document to a Final status.

The **User Role** is a more restricted and allows the processing of documents but excludes the ability to finalize documents. See the [Security Role Descriptions and Documents](#) for complete description of all MMARS security roles.

Department Head Signature Authorization/Electronic Signature

The state accounting system (MMARS) will be the "official record" of fiscal business in the Commonwealth. Electronic signatures will be used to "certify" transactions as official records. MMARS Security supports the Department Head Signature Authorization delegation process. The Department Head will automatically be considered an Authorized Signatory by virtue of the title. All other Authorized Signatories must obtain

MMARS access to be identified and tracked through security. This may be a change for departments that have authorized signatories that are not “on-line” MMARS users but routinely “sign-off” on MMARS documents to be processed. This practice may remain the same, as they can continue to “sign-off” documents without going “on-line” in MMARS but will still need a MMARS ID to be set up as an Authorized Signatory. See Department Head Signature Authorization and Electronic Signature in MMARS Policy for the detailed policy of Department Head Signature Authorization. The designation of the Administrator Role enables department personnel to process fiscal documents to a final status. Departments are responsible for documenting additional staff delegation in their Department Internal Controls. This documentation must be kept on file and updated on a regular basis to support the department’s need for processing MMARS business and ensuring consistency with regard to assignment of the Administrator Role in conjunction with electronic security. Department Heads need to decide to what extent they want to delegate signature authorization.

MMARS Log In User Certification

The MMARS Login Screen now contains language to which the user certifies:

“By entering a UAID and password and initiating a log on to the MMARS system, you understand that your UAID is being recorded for any entries made in the system.”

By submitting a document for final processing, the users agree that they are certifying under the pains and penalties of perjury that:

- It is their intention to attach an electronic signature approval and date to the MMARS document
- They are either an authorized signatory of the Department with authorization to approve the MMARS documents, or that the document being processed and any supporting documentation have been approved by an Authorized Signatory of the Department head, secretariat and any other approval Department, and that a copy of these approvals is available at the Department referencing the MMARS document number.
- The authorized Department and secretariat signatory approvals of the MMARS document and any underlying supporting documentation operate as certifications that these documents are accurate and complete and comply with all applicable general and special laws, regulations and policies including public record retention and disposal requirements.”

The [MMARS Login Instructions](#) are available for you to give new users in your department.

Password Resets

Security Officers have been given the ability to reset passwords for all of the users within their department through the “Security Officer Role” (DSO). A tutorial with step-by-step instructions has been sent to all Security Officers.

Security Forms

The [MMARS Security Request Form](#) is needed to:

- Request access for a new user
- Change user information
- Add, change or delete a security role
- Add, change or delete areas of Signature Authorization
- Delete a user

MMARS Security Request Forms are completed electronically and sent to the Security Unit at Comptrollers via email. The email address is MMARSSecurityRequests@osc.state.ma.us²

Internal Controls

Security must be managed by the department in support of key Internal Control concepts:

- Segregate duties to the extent possible
- Sharing of security id's is prohibited
- Match delegation of signature authorization to staff at appropriate levels
- Monitoring staff use of MMARS on a regular basis through the Information Warehouse

Information Sources

- Legal Authority - None
- Attachments –
 - [Security Roles Description and Documents](#)
 - [MMARS Security Tables](#)
 - [MMARS Login Instructions](#)
 - [Department Head MMARS Security Certifications](#)
 - [Designation of Department Security Officer Form](#)
 - [MMARS Security Request Form](#)
- Links
 - [Security Guide to Statewide Systems](#)
- Contacts - [Help Desk](#)

Revision

Removed language referencing the Knowledge Center and updated relevant links to mass.gov/osc portal site.

¹ Policy regarding Department Head Security Certification is not new, but was omitted from the originally published MMARS Security Policy.

² An email address is now available to all Departmental Security Officers and designated backups. It is to be used as a means of communicating with the Comptroller Security Unit.
